



AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Budgeting Annual Operations Plan

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PBAS Budgeting Annual Operations Plan Introduction

**This system is to be used
for traditional budgeting.**

Budget Planning Periods

Biennial

2005 - 07 = July 1, 2005 - June 30, 2007

2007 - 09 = July 1, 2007 - June 30, 2009

Annual

FY05 = July 1, 2004 - June 30, 2005

FY06 = July 1, 2005 - June 30, 2006

FY07 = July 1, 2006 - June 30, 2007

Base Level for 2007-2009

Retracted for Annual Planning

The State has 2 budget-planning periods:

BIENNIAL – 2 year period with fiscal years that begin on July 1st and end on June 30th

ANNUAL – 1 year period that begins on July 1st and ends on June 30th

This annual budget being prepared in PBAS is for FY06

The first biennial budget prepared in PBAS was for 2005-2007

Agencies will begin preparing of the FY07 Annual Operations Plan (AOP) in April, 2006 and completing it in May, 2006.

PBAS will reflect the final actions of the 85th General Assembly for the 2005-07 biennium and it will be used by the agencies when they prepare AOP for FY06 and FY07.

Annual Planning Versions

Version 0A = Current Plan; initial “extraction” of data from the HR/FI/CO modules of AASIS. Used by DFA to verify data, apply cost of living increase and update rates for fringe benefits

Version 1A = Agency Distributed Plan; Annual Operations Plan at the lowest level

- » Includes cost of living increase
- » Career service payments
- » Changes made by agencies
- » Agencies use this version only

Version 2A = DFA (Office of Budget & Accounting) review of Annual Operations Plan submitted by agencies

Version 3A = Final Plan

- » Retracted to controlling and project systems module of AASIS

Budget Prep Roles

This course is recommended for users having the following budget prep roles.

- Agency Data Entry
 - Users who can view reports, change, enter, and modify data.
- Agency Approval
 - Users who can view reports, change, enter, modify, and approve data.

PBAS

Course Objectives

- In this course, you will learn to enter your Annual Operations Plan into the PBAS System. This will include the following skills:
 - **Logging on to the system**
 - **Screen selection**
 - **Data selection**
 - **Data entry**
 - **Addition of Cost Elements, Cost Centers, etc.**
 - **Changes to Budgeted Positions**
 - **Calculating Fringe Benefits**
 - **Distribution to Periods**
 - **Publications, Certification of Income, etc.**
 - **Report Selections**
 - **Completion of various online forms**

Display Note

PBAS is designed for an 800 x 600 display that will fill the screen. If your system is not set up this way and you want to change it, use the following steps:



From the desktop, double-click *My Computer*



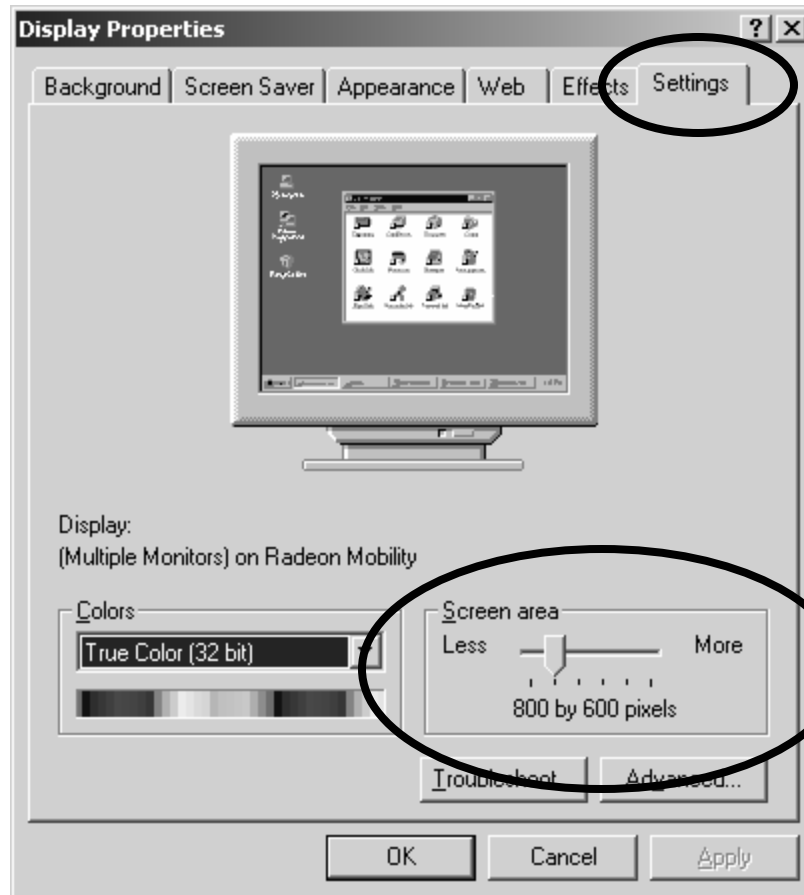
Control Panel

Double-click *Control Panel*



Display

Double-click *Display*



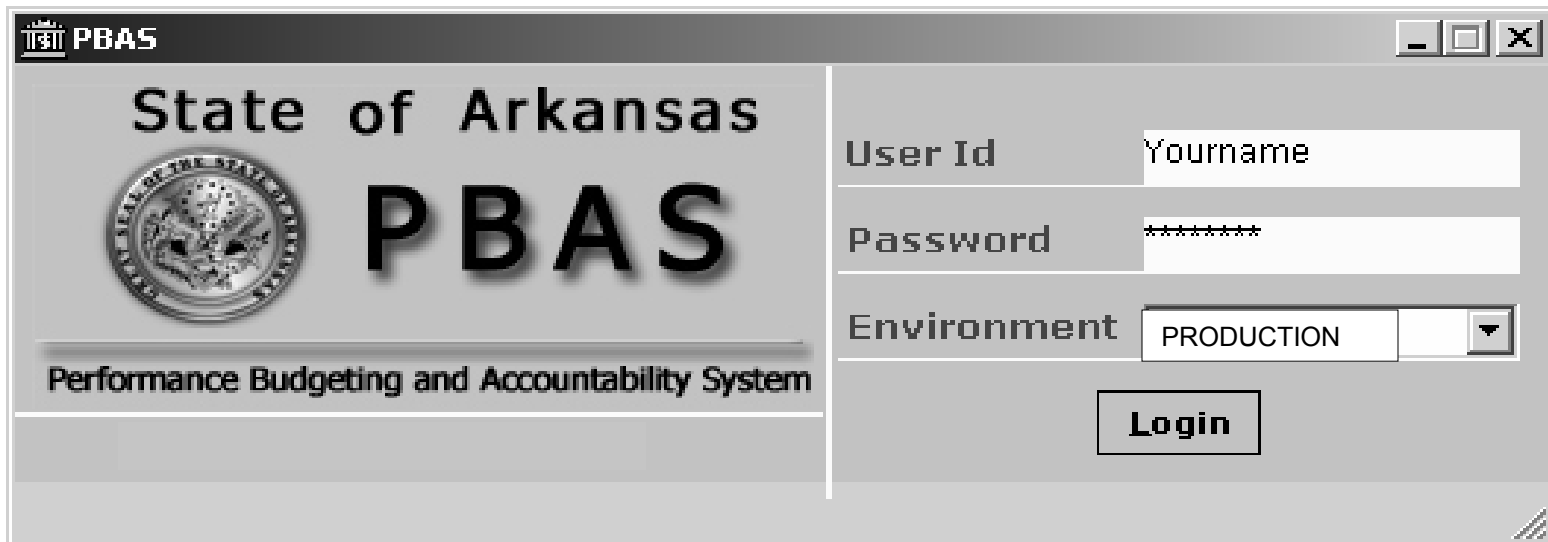
Click the *Settings* tab and adjust the screen area.
Click *OK*.


Accessing the PBAS System

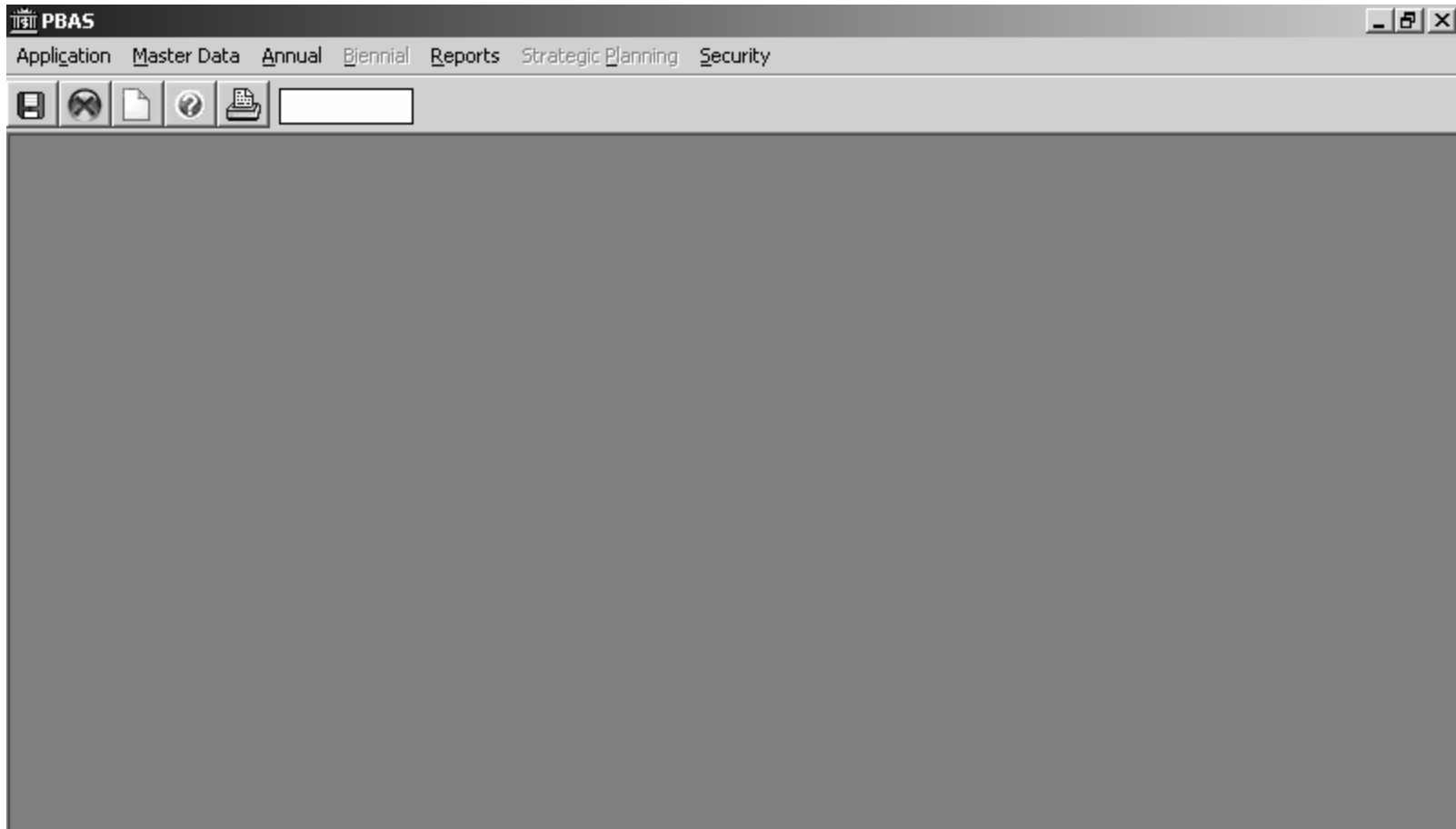
From your desktop, double-click the *PBAS* icon.



When the logon screen appears, enter your user name and password. Click *Login*.

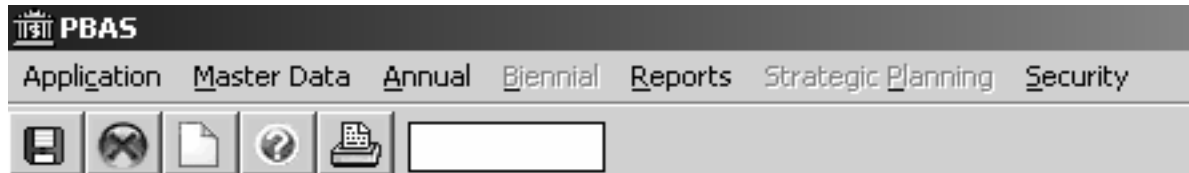


State of Arkansas	
	
PBAS	
Performance Budgeting and Accountability System	
User Id	<input type="text" value="Yourname"/>
Password	<input type="password" value="*****"/>
Environment	<input type="text" value="PRODUCTION"/> ▼
Login	

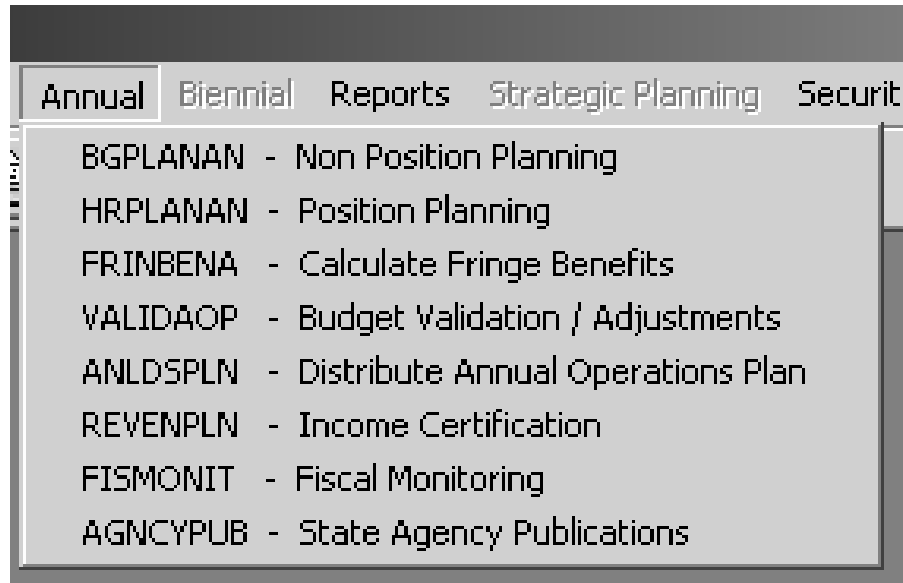


The PBAS Menu displays.



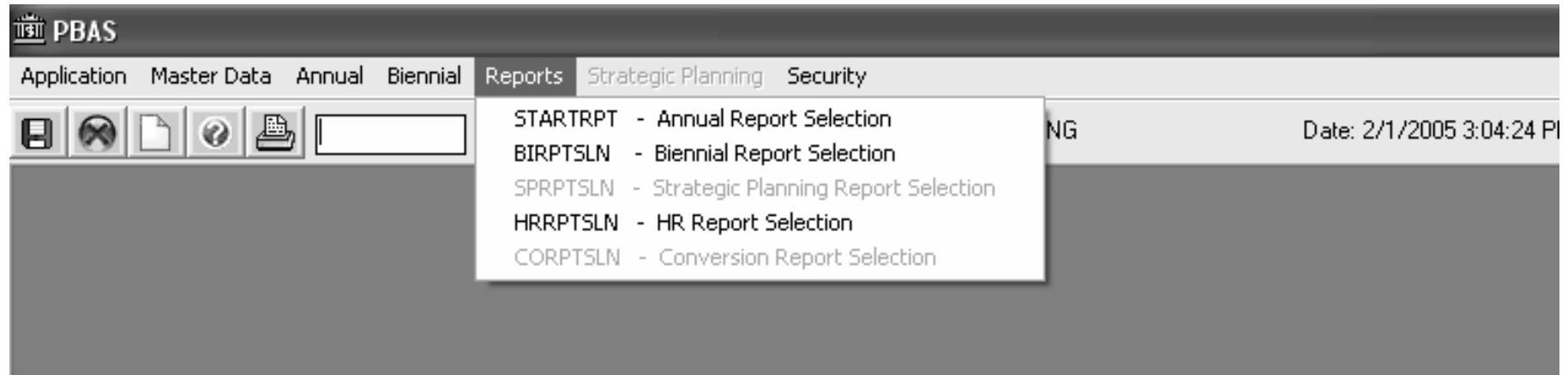


From the menu, you can access *Annual Operations Plan* Screens and Reports.

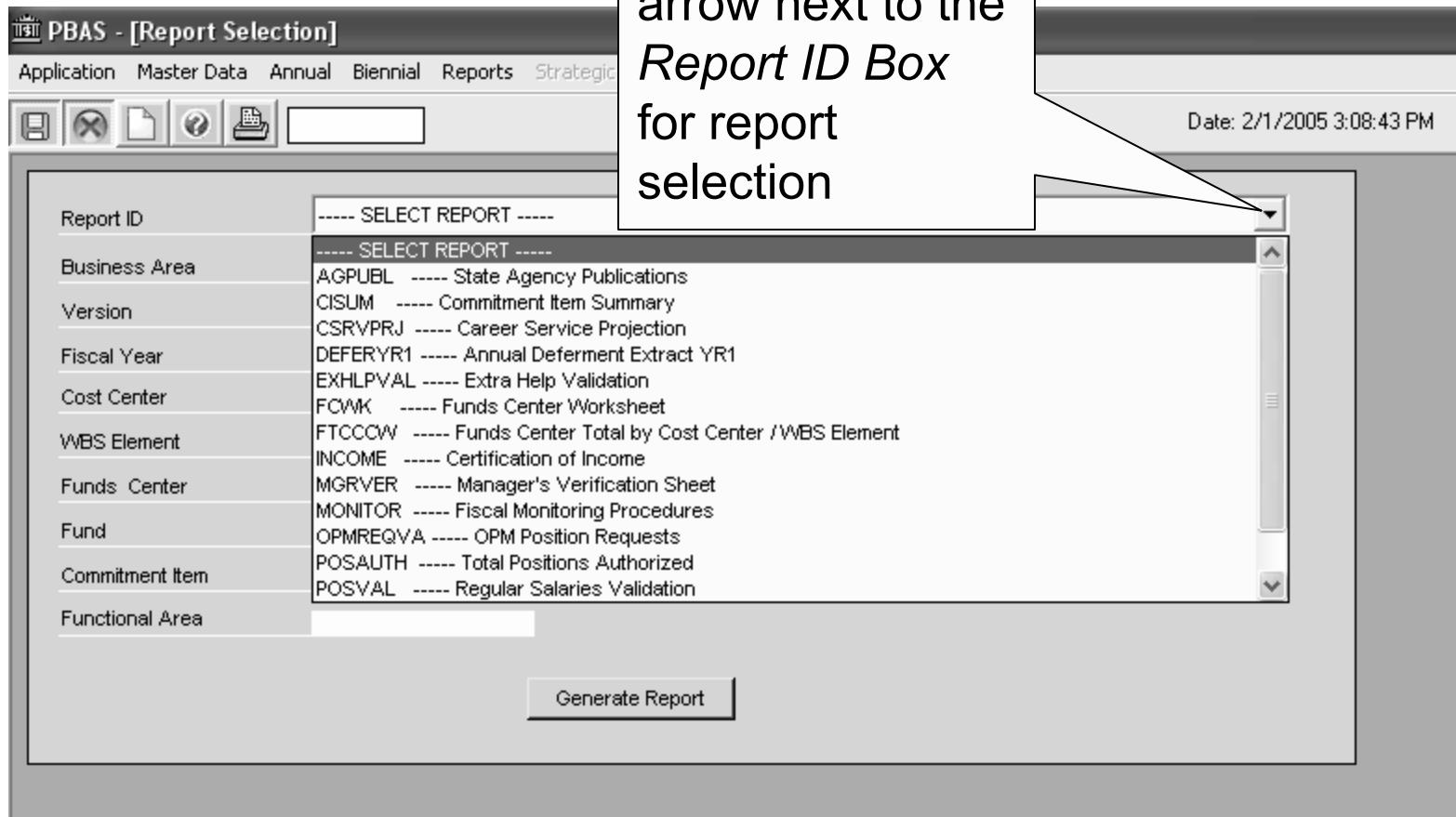


Click on *Annual* to view the *Annual Operations Plan* Screens.

Transactions are displayed in suggested order of completion. These screens will be explained in more detail later in this course.



Click on Reports and select *STARTRPT* to view reports for the *Annual Operations Plan*.



Access to reports is limited by security. If you don't have access to a report, it will be grayed out on this menu.

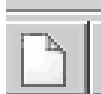
PBAS Icons



SAVE



DELETE



CLEAR SCREEN



HELP



PRINT



FAST PATH TO ACCESS OTHER SCREENS



LOOKUP

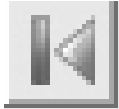


NON-SEQUENTIAL DATA SELECTION

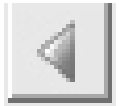


ERROR

PBAS Reporting Icons



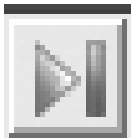
BACK UP TO FIRST SCREEN



BACK UP ONE SCREEN



GO FORWARD ONE SCREEN



GO FORWARD TO THE LAST SCREEN



GO TO PAGE

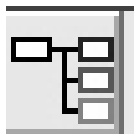
PBAS Reporting Icons



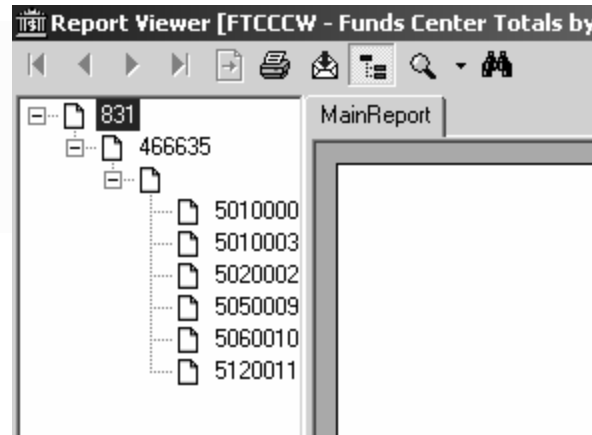
PRINT



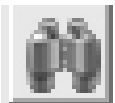
EXPORT TO FILE



TOGGLE
GROUP
TREE



ZOOM



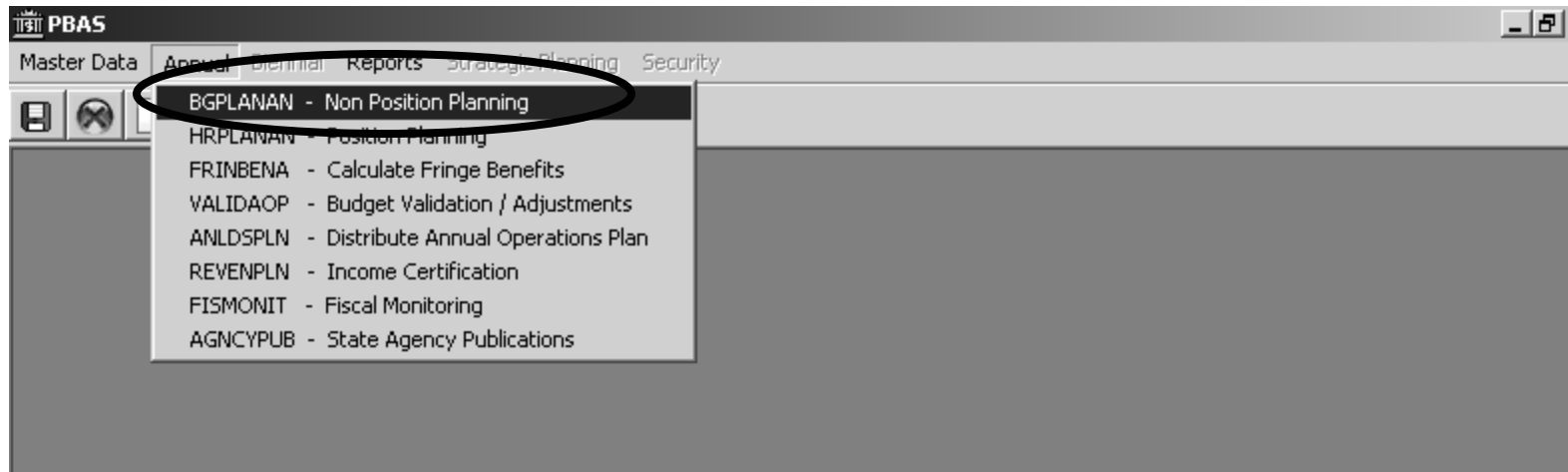
SEARCH TEXT

EXERCISE

Log in to *PBAS* using the User ID and Password assigned. Choose the *TRAINING* environment and click *Logon*.

EXERCISE

From the *Annual* menu, select *BGPLANAN – Non Position Budget Planning*.



EXERCISE

Don't enter any data. Hit the *enter* key.

PBAS - [BGPLANAN - Non Position Planning]

Application Master Data Annual Biennial Reports Strategic Planning Security

Non Position Planning

Business Area [redacted] [error icon]

Version [redacted] [error icon]

Fiscal Year [redacted] [error icon]

Cost Center [redacted] to [redacted] [arrow icon]

WBS Element [redacted] to [redacted] [arrow icon]

Cost Element [redacted] [search icon] to [redacted] [search icon] [arrow icon]


Commitment Item [redacted] [search icon] to [redacted] [search icon] [arrow icon]

Funds Center [redacted] to [redacted] [arrow icon]

Business Area, Version, and Fiscal Year are required fields. The system will return an error [error icon] if any of these fields are not completed or are completed with data not found in the system.

Scroll over the error symbols with your mouse. What message do you see?

EXERCISE

Click  to clear the screen.

The Error messages will disappear.

EXERCISE

Move your cursor into the *FAST PATH*  box.

Type *HRPLANAN* in the box.

The HRPLANAN screen will be displayed.

Inquiry

To inquire, enter the business area, version, fiscal year, and any other data desired in the header. Click the *Enter* key. The information requested on the header will be displayed.

The screenshot displays the PBAS - [HRPLANAN - Position Planning] application window. The title bar shows the application name. Below the title bar, there is a menu bar with options: Application, Master Data, Annual, Biennial, Reports, Strategic Planning, and Security. A toolbar contains icons for file operations and a search icon. The main window is divided into two sections. The top section, labeled 'Position Planning', contains a form with the following fields: Business Area (0610), Version (1A), Fiscal Year (2007), Cost Center (383250), WBS Element, Position, Class Code, Funds Center, Fund, and Extra Help. To the right of these fields are 'to' fields and a 'Career Service' checkbox. The bottom section contains two buttons: 'Change Cost Center' and 'Cost Distribution'.

To clear the screen after an inquiry, click the *clear screen* icon.

INQUIRY EXERCISE

On the *HRPLANAN – Position Planning* screen, enter your training-assigned business area and Version 1A. Enter.

SORTING EXERCISE

From the same screen, click on the *Class Code* column header.

The selected column will be resorted in ascending order.


Click the *Class Code* column header again.




The selected column will be resorted in descending order.







To return to the original screen, click the mouse in any selection field and press enter.

The screen will return to the original sort.

Possible Entries Search


Choose the  icon to search for possible entries. Click it, type in the first number of the field (if known) and hit enter. The search will take you to items beginning with that number.

Business Area	0513			
Version	1A			
Fiscal Year	2007			
Cost Center	353205		to	
WBS Element			to	
Cost Element			to	
Commitment Item			to	
Funds Center			to	
Fund			to	

Possible entry search is available for Business Area, Cost Element, and Commitment Item on the BGPLANAN screen.

Tip: Another way to search for cost elements is with transaction S_KI4_38000036 in AASIS.

The possible entry search  icon is also available on the *Position Planning Screen* (HRPLANAN).



Possible entry search is available for Business Area, and Class Code.

EXERCISE

Return to the *BGPLANAN – Non position budgeting* screen. Enter your training assigned business area, Version 1A and FY 2007. Search for the *Commitment Item* for Travel Allowance.

What is the Commitment Item Code?

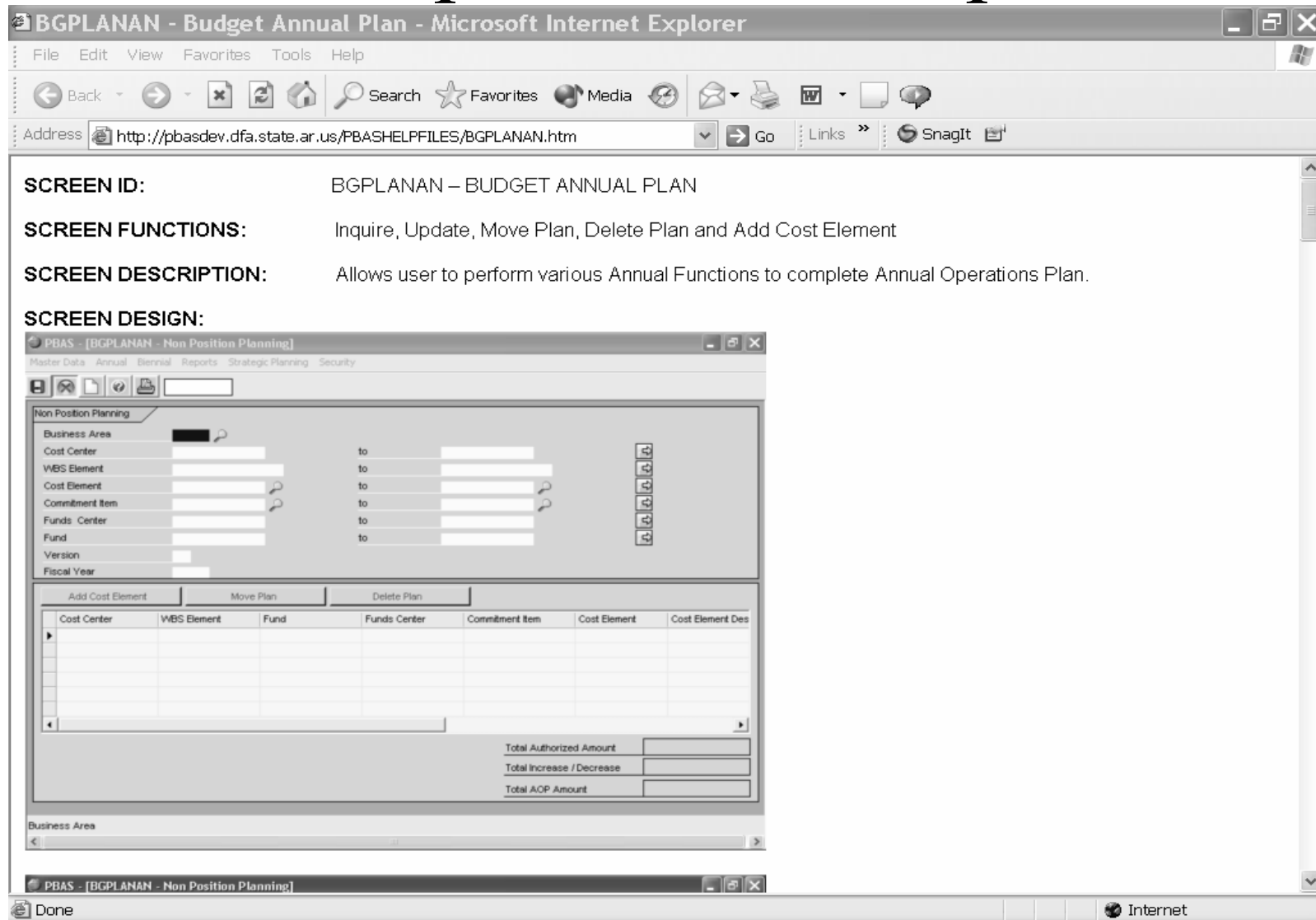
Commitment Item

Commitment Item	Description
5010000	Regular Salaries
5010001	Extra Help
5010002	Additional Fringe Benefits
5010003	Personal Services Matching
5010006	Overtime
5010007	Supplemental Positions
5010008	Extra Salaries
5010016	Uniform Allowance
5020002	Operating Expenses
5050008	Travel Allowance

OK

To get help, click here
from any screen.
Information related to
that screen opens.

Help Screen Example



EXERCISE

From the *BGPLANAN – Non-position budgeting* screen, click the *Help* icon. Read the directions.